



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



6 May 2021

Regional Memorandum

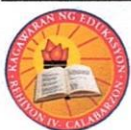
Pro-forma Accounting Entries in Recording Fund Transfer from Division Offices and Implementing Units for Payment of Salaries (Net Pay) and Other Compensation of DepEd IV-A Officers and Employees and Remittance to Private Lending Institutions

To **Schools Division Accountants
Secondary School Senior Bookkeepers
All Others Concerned**

1. It is stated under Audit Observation Memorandum (AOM) No. 2021-006 dated March 11, 2021 that the use of the account Due from Operating Units to represent the receipt of fund transfers from various schools and Division Offices for payment of salaries (net pay) and other compensation of teaching and non-teaching personnel of DepEd Region IV-A and remittance to Private Lending Institutions (PLIs) contradicts what was instructed in Volume III-Revised Chart of Accounts (Updated 2019) of the Government Accounting Manual (GAM) for National Government Agencies (NGAs).
2. Pursuant to this, the accounting entries in recording the fund transfer are prescribed in **Annex A**.
3. Please be guided accordingly.


FRANCIS CESAR B. BRINGAS
Regional Director

cc: fd/acctg/jvt



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Illustrative Accounting Entries
Fund Transfer from DOJUs to RO

Transactions	Regional Office Proper			Division Offices / Implementing Units										
	Account Title	Account Code	Debit	Credit	Account Title	Account Code	Debit	Credit						
1 Set-up of salary for the month	no entry				Salaries and Wages - Regular (Basic Salary-Civilian) Personal Economic Relief Allowance (PERA)-Civilian Retirement and Life Insurance Premiums Pag-IBIG Contributions-Civilian PhilHealth Contributions-Civilian Employees Compensation Insurance Premiums-Civilian Due to Officers and Employees Due to BIR Due to GSIS - Life and Retirement Premium (PS) Due to GSIS - Life and Retirement Premium (GS) Due to GSIS - ECC Due to GSIS - Salary Loan Due to GSIS - Policy Loan Due to Pag-IBIG - Premium (PS) Due to Pag-IBIG - Premium (GS) Due to Pag-IBIG - Multi-Purpose Loan Due to Pag-IBIG - Housing Loan Due to Philhealth (PS) Due to Philhealth (GS) Other Payables	5010101001 5010201001 5010301000 5010302001 5010303001 5010304001 2030703000 2020101000 2020102001 2020102013 2020102002 2020102003 2020102004 2020103001 2020103005 2020103002 2020103003 2020103003 2020104001 2020104002 2999999000								
2 Fund transfer from DOJUs to RO	Cash in Bank-Local Currency, Current Account Due to Operating/Field Units	1010202000 2030104000	100	100	Due from Regional Offices Cash-Modified Disbursement System (MDS), Regular	1030403000 1010404000	100	100						
3 Set-up payroll for payment of Net-Pay and remittance to PLIs (to reclass Due to OUs / Due from RO)**	Due to Operating/Field Units** Due to Officers and Employees Other Payables	2030104000 2030103000 2999999000	100	80 20	Due to Officers and Employees Other Payables Due from Regional Offices**	2030103000 2999999000 1030403000	80 20	100						
3 Payment of Net-Pay	Due to Officers and Employees Cash in Bank-Local Currency, Current Account	2010102000 1010202000	80		no entry									
4 Remittance to PLIs	Other Payables Cash in Bank-Local Currency, Current Account	2999999000 1010202000	18	18	no entry									
5 Remittance of service fee to BTR	Cash-Treasury/Agency Deposit, Trust Cash in Bank-Local Currency, Current Account	1010403000 1010202000	2	2	no entry									
6 Transfer of trust liability accounts to Central Office for service fee collections	Other Payables Cash-Treasury/Agency Deposit, Trust	2999999000 1010403000	2	2	no entry									